

TLC Mini Career Fair Check Off List

- ☐ **Schedule date and time as soon as possible--Clear the date with all concerned and make sure it is on the master calendar. Make sure you have a place reserved that is big enough. (Gym, multi-purpose room, media center, etc.)**
- ☐ **Meet with TLC teachers and get their buy-in. Six weeks before the career fair, send notes home with TLC students asking parents to volunteer for the career fair. (Note: It is really important that the TLC teachers make this an assignment that must be turned in, even if their parents can't come.)**
- ☐ **3 weeks prior to Career Fair, call presenters and ask them to participate. (If they can't come, ask if they can recommend someone else.) Gather information about each presenter to put into brochure, if desired. As you gather the info., put it into the brochure.**
- ☐ **1 week prior to the career fair, send a letter to the presenters to tell them about the schedule, time to be there, parking concerns, directions to school, etc.**
- ☐ **Prepare assignment for students to fill out at the Career Fair. This can also be used to mark attendance.**
- ☐ **Make a name tag, table sign and schedule for each of the presenters. Get evaluations ready for presenters.**
- ☐ **Invite any administrators, press, district office staff, etc. that you want to have in attendance.**
- ☐ **1-2 days prior, call all presenters and ask if they have any needs for media equipment, extension cords, or other requests. (This also serves as a final reminder.)**
- ☐ **On Career Fair day you will need to:**
 - Have a camera & film to take pictures of each presenter.
 - Have a thank you gift for each presenter, plus a written thank you note.
 - Set up the room for presenters.
 - Have evaluations ready for presenters.
 - Have water at each table for the presenters.
 - Put on each presenter's table their name tag, evaluation, pen or pencil, and a copy of the brochure if you make one.
 - Be sure to ask presenters, students, and teachers to fill out evaluations.
- ☐ **As a follow-up activity, have students write a thank you to one presenter that they particularly like.**

